

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC SUPPLEMENT 1
to AR 710-2

18 August 1995

Inventory Management

SUPPLY POLICY BELOW THE WHOLESALE LEVEL

AR 710-2, 28 February 1994, is supplemented as follows:

Page i, Applicability. Add the following:

This supplement applies to Headquarters (HQ), U.S. Army Materiel Command (AMC), AMC major subordinate commands (MSC), including subordinate installations and activities, and separate installations and activities reporting directly to HQ AMC.

Page i, Supplementation. Add the following:

Issue of further supplements to this publication is prohibited without prior approval from the USAMC Installations and Services Activity (AMXEN-S), Rock Island, IL 61299-7190.

Page 1, paragraph 1-7a. Add the following:

Formal requests for clarification will be forwarded through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 1, paragraph 1-7b. Add the following:

Requests for deviations from accounting policy in AR 710-2 will be signed by the local Commander/director and forwarded through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 1, paragraph 1-8, Waivers. Add the following:

Requests for waiver from accounting policy in AR 710-2 will be signed by the local Commander/director and forwarded through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

*This supplement supersedes AMC Supplement 1 to AR 710-2,
13 September 1993.

Page 1, paragraph 1-9, Reports of supply constraint. Add the following:

Supply constraints that cannot be resolved at lower levels will be reported through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 2, paragraph 1-11b(2)(c). Add the following:

The **AMC Form 2468-R**, Durable Usage Control Record, may be used to control durable item issues (see appendix H).

Page 2, paragraph 1-13c. Add the following:

The AMC Installation Supply System (AMCISS), the Installation Equipment Management System (IEMS), and the AMC Automated Self-Service Supply Center (ASSSC) system are AMC sponsored, approved systems for property accounting. Those installations/activities considering local automated property accounting systems will first forward printed draft/operating instructions through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190, for review and approval prior to implementation. Your cover memorandum should state that your local automated program has been coordinated with your Director of Information Management (DOIM) to ensure proper support.

Page 2, paragraph 1-13e. Add the following:

Automated Data Systems Manual (ADSM) 18-L80-KAL-ZZZ UM, AMC Installation Equipment Management System (IEMS) Users Manual, and ADSM 18-LOA-KCN-ZZZ UM, AMC Installation Supply System (AMCISS) Users Manual, apply. When instructions are not found in the users manual, refer to this supplement or the appropriate DA Pamphlet.

Page 4, paragraph 1-17b. Add the following:

Records of performance measures will be kept for 1 year. There may be occasional need to report some or all data in response to inquiry from higher headquarters.

Page 8, paragraph 2-1, Scope. Add the following:

The standard automated system for property accountability will be the IEMS as prescribed by the IEMS Automated Data Systems Manual (ADSM) 18-L80-KAL-ZZZ-UM. The manual procedures contained in basic regulation and this publication will supplement the IEMS ADSM where automated procedures do not apply.

Page 8, paragraph 2-4a. Add the following:

Requests for additional authorized allowances will be submitted through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299- 7190.

Page 8, paragraph 2-4b. Add the following:

The statement will be signed and dated upon completion of the annual reconciliation. Installations that maintain IEMS property books will retain the reconciliation statement in the file containing the statement of responsibility.

Page 9, paragraph 2-5a(2)(b). Add the following:

Safety footwear and prescription ground safety eyewear are nonexpendable, nonrecoverable property. Formal property book accountability will not be established; however, control will be kept for each employee on DA Form 3645-1, Additional Organizational Clothing and Equipment Record. Medically required special footwear and prescription eyewear will be approved by proper medical and safety authority. A nonexpendable document number will be used on the supply request. The "Remarks" block of the nonexpendable document register will be marked "Not Posted" when footwear and eyewear are received and turned-in to indicate this property will not be posted to the property book. A block of numbers may be assigned to the safety shoe store.

Page 9, paragraph 2-5b(2). Add the following:

Requests for exception will be submitted through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 9, paragraph 2-5c. Add the following:

Requests to maintain the property book at other than the parent Unit Identification Level (UIC) level will be submitted through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 10, paragraph 2-5k(2). Add the following:

Item identification/cataloging policy described at paragraph 4-4 and as supplemented applies. Purge automated property book systems of unneeded item identification records.

Page 10, paragraph 2-5l(3). Add the following:

Information Management Processing Equipment and its components will be accounted for by serial number.

Page 11, paragraph 2-5t. Add the following:

The MSCs and the U.S. Army Test, Measurement, and Diagnostic Equipment (TMDE) Activity (USATA) are responsible for verifying the accuracy of the property books and stock record accounts of subordinate units, installations, and activities. The USAMC Installations and Services

Activity (AMC I&SA) is responsible for verifying the accuracy of the property books and stock record accounts of AMC direct reporting units, installations, and activities.

(1) Upon notice that a unit, installation, or activity will be discontinued; the MSC, USATA, or AMC I&SA, as appropriate, will make arrangements to verify the accuracy and completeness of the property book, stock record accounts, and supporting documents. The verification will be initiated within 10 workdays after the property book and/or stock record account have been reduced to zero balance.

(2) Verification will be made to determine that--

(a) The property book and stock record account have been properly reduced to a zero balance.

(b) All property book items have been turned in to the stock record account or transferred to another authorized property book.

(c) All open supply requests have been cancelled.

(d) The document registers are properly closed.

(e) The Department of Defense Activity Address Code (DODAAC) has been cancelled.

(f) The property book and stock record officers' appointments are rescinded.

(g) Disposition instructions have been received for the IEMS and AMCISS software, if applicable.

(3) If the MSC, USATA, or AMC I&SA is not satisfied with the records, it will direct actions to correct them. The MSC or USATA will notify the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190 of corrective action undertaken and estimated completion date.

(4) If the MSC, USATA, or AMC I&SA is satisfied that all required actions have been taken and that a formal audit; e.g., Criminal Investigation Division (CID) or AR 15-6 investigation is not required, they will prepare a statement certifying that all actions in paragraph (2) above have been properly completed. The statement will be issued to the unit, installation, or activity to be discontinued and a copy furnished to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 11, paragraph 2-5w. Add the following:

IEMS users will account for quarters furnishings on the installation property book maintained by the installation/activity property book

officer. Two separate hand receipts will be established: one for family housing furniture and equipment, and one for unaccompanied personnel housing furnishings. Requests for waivers to this requirement will be forwarded through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299- 7190. Non-IEMS users may account for quarters furnishings either on a separate or a consolidated property book.

Page 11, paragraph 2-6d. Add the following:

Authority to review requirements based on UND A will not be delegated below the directorate chief level or its equivalent, and UND B will not be delegated below the division chief level or its equivalent. Certification of UND A or UND B requests will be accomplished by--

(1) Initialing column h of DA Form 2064, Document Register for Supply Action, or approved automated equivalent, or

(2) Signing the request for issue and noting "See File Copy" or "SFC" in column h of DA Form 2064. Approved automated equivalent will use 'local use' or 'remarks' field.

Page 11, paragraph 2-6f. Add the following:

This also includes supply requirements for facilities engineering and Research, Development, Test, and Engineer (RDTE) projects.

Page 12, paragraph 2-6l(2). Add the following:

This requirement applies without regard to procedures for use of credit cards or other methods of expediting local purchase.

Page 13, paragraph 2-8b. Add the following:

This reporting requirement applies to all items, including RDTE equipment, received out of property accounting channels. Report to the PBO within 3 workdays from date of receipt by the user.

Page 13, paragraph 2-8d. Add the following:

Within AMC the PBO may use the AMC Form 1381-1A, Storage Data Request, as the supporting document for receipt transactions.

Page 13, paragraph 2-9a. Add the following:

The parent UIC will be used to report CBS-X transactions for the property book account. NOTE: A derivative UIC will be acquired and used to report CBS-X transactions for the stock record account.

Page 13, paragraph 2-9a(1). Add subparagraphs (a) and (b):

(a) Installations supporting a property book other than on IEMS will establish a Central Collection Activity (CCA) per AR 710-3 for the collection and reporting of CBS-X transactions.

(b) Installations and activities operating an IEMS property book will submit CBS-X data per Automated Data Systems Manual (ADSM) 18-L80-KAL-ZZZ-UM.

Page 14, paragraph 2-9e. Add subparagraphs (4) and (5):

(4) AMC Installation Commanders will--

(a) Ensure all DA Form 2408-9, Equipment Control Record, transactions are forwarded directly to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299-7190, within 10 workdays following acceptance, transfer, gain, NSN redesignation, or loss of reportable equipment.

(b) Submit an annual inventory listing (Reports Control Symbol AMCEN-1086) in hard copy, or electronically, of equipment reportable under this regulation in the following format:

Column 1. UIC = Unit Identification Code.
Column 2. ECC = Equipment Category Code.
Column 3. USA No = USA Registration Number.
Column 4. Mfg Ser No = Mfg Serial Number (10 position max)
Column 5. Auth Doc No = Authorization Document Number.
Column 6. Auth LIN = Authorized Line Item Number.
Column 7. LIN O/H = Line Item Number on hand.
Column 8. ESN = Equipment Stock Number (SB 700-20).
Column 9. Short Nomen = Short Nomenclature (SB 700-20).
Column 10. Yr Manuf = Year of Manufacture (four position).
Column 11. Type Funding = Funding used for purchase (i.e., AIF, RDTE).

Submit inventory report directly to the USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299-7190. All reports will be submitted per the following schedule with the cutoff date being the third Friday of the month previous to the due date depicted below.

1. DESCOM units, NLT 1 April.
2. AMCCOM units, NLT 1 July.
3. All other AMC units, NLT 1 January.

(c) For all Government-owned, contractor-operated installations, ensure that the requirement for this report is included in contracts.

(5) The USAMC Installations and Services Activity will maintain an inventory of equipment reportable under this regulation by USA Registration Number to provide the capability to determine AMC materiel mobile transport capabilities and requirements.

Page 15, paragraph 2-10i. Add subparagraphs (3) through (15):

(3) The Toolcrib Officer (TCO) or custodian will--

(a) Maintain an expendable/durable document register and submit requests for supplies and equipment required to maintain an efficient toolcrib operation.

(b) Maintain accurate accounting and control records of all nonexpendable property entrusted to the custody of the officer or custodian. Except for expendable items such as drill bits and hacksaw blades, which are considered to be components of drills and saws, all issues will be recorded. A record of transactions and documentation (issue, turn-in, inventory adjustment, report of survey, etc.) will be maintained. Durable items will be controlled by use of AMC Form 2468-R (see appendix H) or through toolcrib hand receipt/loan methods to designated individuals or by equivalent automated records.

(c) Follow AR 735-5, paragraph 14-24, procedures for accounting for losses of durable handtools at the using unit level for which negligence or willful misconduct is not suspected.

(4) Nonexpendable, durable, and expendable items can be found within toolcribs. These items are defined in AR 735-5 and in the glossary of Unit Supply Update.

(a) Nonexpendable powered and nonpowered handtools that are issued through the toolcrib(s) need only be accounted for on the installation property book or toolcrib accounting records. All TDA/MTOE/RICC 2 authorized items will be accounted for on the property book in lieu of toolcrib accounting records.

(b) When more than one toolcrib is established, operations will be under a central management concept. A central TCO or custodian will be designated as the sole requester of toolcrib items. The central toolcrib will maintain all accounting records for all TCOs or custodians. A DA Form 3328 and DA Form 3328-1, Serial/Registration Number Record, or their automated equivalent, will be used as the accounting record. The accounting record will reflect the total quantity on hand. Additional information is required to manage the issues, receipts, and inventories of pilferable powered/nonpowered handtools and nonexpendable items. The minimum data required on accounting records are--

1 Quantities on hand (to include quantities in toolcrib locations plus those quantities on tool check, hand receipt/sub-hand receipt).

2 Quantities required based on computed requirements or anticipated mission needs.

3 Quantity on order.

4 Quantity dropped for turn-in to Supply Support Activity/Defense Reutilization and Marketing Office.

5 Unit cost of item.

6 National stock number, manufacturer's code model/part number, or management control number.

7 Unit of issue.

8 Nomenclature.

9 Serial number.

(c) Under the central management concept, nonexpendable items will be subhand receipted to the toolcrib annex officer/custodian using DA Form 2062, Hand Receipt/Annex Number, per DA Pamphlet 710-2-1. A DA Form 3161, Request for Issue or Turn-In, may be used as a temporary hand receipt to avoid frequent posting to a DA Form 2062. Preparation of the temporary hand receipt will be as prescribed by DA Pamphlet 710-2-1.

(5) Tools issued from the toolcrib must be controlled.

(a) The responsible officer may authorize the use of a metal or plastic tag system in lieu of log or temporary hand receipt for issues lasting 30 days or less. When used, chits will have a unique alpha or numeric marking identifying the recipient of the tool(s). Chits will be exchanged for tools and held by toolroom or toolcrib custodians until the tool is returned, at which time that chit will be returned to the recipient. When chits are used there will be a marked location for each tool issued using chits, allowing the toolroom or toolcrib custodian to place the chit(s) in the location of the tool(s) issued. Chits will be a controlled item issued on permanent hand receipts.

(b) A locally developed three-part serially numbered interleaved order form may be developed for use in mechanical accounting.

(c) Above requirements may be waived when an approved automated system is used that updates both tool record and employee record at the time of tool issue/turn-in. Under the automated toolcrib system, the TCO's initials and the Julian date may serve as the document number for

issue of expendable/durable items to the user. In such a system, employee identification perpetuated in the system by a signed, physically encoded identification card will be considered the equivalent of the employee's signature for responsibility for tool charge out. A record of all cardholders and their signature will be maintained upon initial issue of the encoded identification card.

(6) Care will be exercised to ensure that proper security and control procedures are practiced. These procedures will include--

(a) Prompt reporting to the responsible TCO of all tools and tooling equipment that is worn out, lost, damaged, or destroyed while in the custody of the employee.

(b) Determination as to personal responsibility for lost, damaged, or destroyed property. Decision as to financial liability will not be predicated exclusively on the value of the property, but on the circumstances of each case; i.e., whether fault or neglect was involved.

(7) DA Form 4949, Administrative Adjustment Report, and quantitative adjustments which affect the accounting records will be processed the same as property book adjustments.

(8) Semiannual and joint inventories will be taken per basic regulation, table 2-1.

(a) A semiannual physical inventory will be taken of all durable and nonexpendable property controlled by a toolcrib operation.

(b) A joint inventory of the nonexpendable and durable property will be taken upon change of the TCO or custodian.

(9) Complete sets, kits, outfits, and assemblages that are managed under a single stock number, and that are coded nonexpendable and reportable as RICC 2 items, require property book accounting. See DA Pamphlet 710-2-1, paragraph 6-3, for toolroom or toolcrib procedures.

(10) Levels will be maintained for durables based on demand/usage rates or known mission requirements.

(11) Expendable items issued from toolcribs do not require controls other than those used in effective supply management.

(12) The toolcrib may be used for equipment pool items as long as utilization and maintenance records are maintained.

(13) Bench stock, if maintained in the toolcrib area, will be controlled and records maintained as prescribed in AR 710-2.

(14) Broken or unserviceable through Fair Wear and Tear nonexpendable items will be reported to the property book office.

Unserviceable expendable/durable handtools will be turned in to/through the installation supply support activity as scrap.

(15) Slings may be controlled under the toolcrib program for ease of management and scheduling inspections and load tests per TB 43-0142.

Page 16, paragraph 2-12d. Add the following:

AMC MSC and installation commanders, project managers, and activity directors/chiefs will establish and publish procedures for PBO/HRH inventories. Commanders are encouraged to personally conduct unannounced spot check inventories of selected hand receipts at least annually. Commanders may conduct this inventory in conjunction with the equipment usage review walk-through required by AR 71-13, The Department of the Army Equipment Authorization and Usage Program. Records of commander's spot checks will be retained for examination by inspectors.

Page 16, paragraph 2-12d(1). Add subparagraphs (a) through (d):

(a) Physically inventory weapons and ammunition per DA Pamphlet 710-2-1, paragraph 9-11.

(b) IEMS users should extract the IEMS "Sensitive Item Identification Report-Weapons" (HO2AXXMSW4M) and the "Sensitive Item Identification Report-Ammunition and Other Sensitive Items" (HO2AXXMSS4M) and use them to record the inventory.

(c) The individual(s) appointed to conduct the weapons/ammunition inventory will--

1 Record the serial number of weapons inventoried and weapons properly checked out. Clearly distinguish between the two groupings. Notify responsible individual and PBO of any listed weapons which are not properly checked out, but cannot be located.

2 Record the ammunition inventoried by quantity, lot number, and NSN. Clearly highlight discrepancies noted during the inventory and information recorded on the IEMS "Sensitive Item Identification Report-Ammunition."

3 Sign and date the inventory report and forward the original copy to the PBO.

(d) The PBO will monitor and receive inventory results. As a minimum, the PBO will--

1 Establish stringent controls to ensure inventories are conducted at least monthly (every 30 days).

2 Ensure that all weapons and ammunition inventoried are on the property book.

3 Ensure that all weapons and ammunition on the property book have been inventoried each month.

4 Reconcile ammunition expenditures with recorded property book balance if quantities have not been dropped from the property book.

5 Confirm that someone other than the responsible HRH has conducted the monthly inventory, and ensure that consecutive inventories are not conducted by the same individual.

6 Ensure immediate corrective action is taken to resolve all discrepancies.

7 Retain copies of the monthly inventory reports on file as prescribed by DA Pamphlet 710-2-1.

8 Furnish copies of the monthly reports to the Ammunition Surveillance Office, as applicable.

Page 16, paragraph 2-12d(2). Add the following:

NOTE: Sensitive items include precious metals (gold, silver, platinum, palladium, rhodium, iridium, osmium, and ruthenium). Raw or refined precious metals held for use in production, research and development, or maintenance operations, or recovered precious metals pending turn-in will be inventoried and reported to the Precious Metal Recovery Program (PMRP) Coordinator.

Page 16, paragraph 2-13a(1). Add the following:

When MACOM approval is required, a request will be forwarded through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299- 7190 for approval.

Page 16, paragraph 2-13b. Add the following:

When items are turned in and contain or are suspected of containing precious metal (gold, silver, or the platinum family), advise the supply support activity so that the materiel can be included in the PMRP.

Page 16, paragraph 2-13b(2). Add the following:

PBOs may maintain equipment in administrative storage for up to 90 days. Equipment will not be held in administrative storage longer than 90 days without prior written approval from the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299-7190.

NOTE: Nontactical vehicles are not authorized to be placed in administrative storage per AR 750-1.

Page 17, paragraph 2-13d(2). Add the following:

Property "Found On Installation" (FOI) and authorized for retention will be documented as FOI and posted to the property book. Processing the turn-in and request for issue documents to the stock record account is not required.

Page 18, paragraph 2-14j(1). Add subparagraphs (a) and (b):

(a) Organizational Clothing and Individual Equipment (OCIE) requests and issues will be processed through the installation/activity property book office. The PBO, safety shoe store manager, or responsible hand receipt holder will maintain the employee's signed copy of DA Form 3645/3645-1, Organizational Clothing and Equipment Record.

(b) Backup stocks will only be maintained on the stock record account.

Page 20, paragraph 2-20a. Add the following:

Only AMC MTOE units are authorized to keep basic loads for class 1, 2, 3, 4, 5, and 8 supplies (except medical repair parts). Stockage of basic loads will be computed using appropriate authorization documents such as CTA 50-900 and CTA 50-909, but not more than a unit can move in a single trip.

Page 20, paragraph 2-20b(3). Add subparagraphs (a) through (g):

(a) Durable items will be controlled by one of the following methods--

- 1 Hand receipt/hand receipt annex procedures.
- 2 Normal toolcrib/toolroom procedures.
- 3 Use of the **AMC Form 2468-R**. (See appendix H)

(b) The PBO will designate organizational element(s) authorized to maintain durable document registers. When the PBO designates those individuals maintaining the durable registers, authority is also granted to request and receive for those durable supplies directly from the supply support activity. The designation may be recorded with the DA Form 1687, Notice of Delegation of Authority-Receipt for Supplies, or by informal memorandum.

(c) The document register will be filed per AR 25-400-2.

(d) Receipt and turn-in documents for expendable or durable supplies are not required to be maintained on file unless items are sensitive.

(e) Users will submit requests for durables through the organizational unit maintaining the durable register. The AMC Form 2468-R or DA Form 2062 will be maintained by this organizational unit. All durable items will be recorded on either form and signature obtained upon issue to the user. Note that patented (commercial) software will be controlled as a durable item.

(f) The organizational unit maintaining the durable register will review the customer's supply request with the AMC Form 2468-R or DA Form 2062 to identify abuse.

(g) Durable items issued in the self-service supply center will be controlled by use of AMC Form 2468-R or restricted to those individuals authorized to maintain durable registers to ensure that those items are recorded on usage records at the unit/user support level.

NOTE: Users of AMC Form 2468-R may find it easier to control durable items if they use this form exclusively for short-term issues such as issues from a toolcrib. The AMC Form 2468-R remains in the active file as long as the item remains issued to a user. The AMC Form 2468-R should be filed in the inactive file for 2 years when all issues recorded on the form have been turned in or adjusted for loss.

Page 20, paragraph 2-20b(4). Add the following:

Using units will not keep an operational load of class 3 (bulk) supplies. The operational load will be kept by the supply support activity on the stock record account. Requests for waiver will be forwarded through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 20, paragraph 2-20b. Add subparagraph (5):

(5) Operational loads of precious metals. Precious metals (gold, silver, platinum, palladium, rhodium, iridium, osmium, and ruthenium) are sensitive items identified by Controlled Inventory Item Code (CIIC) "R." Stockage levels must be kept to a minimum and appropriate security measures must be implemented. Consult with your security office to ensure that your security measures are adequate.

Page 21, paragraph 2-21a(1)(d). Add the following:

The AMC average customer wait time is 15 days.

Page 22, paragraph 2-21m. Add the following:

Requests for change will be submitted through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 25, paragraph 2-32b. Add the following:

Formal accountability for loaned property will be kept by the organization owning the property; e.g., national inventory control points, loaning activity, etc. Copies of the loan agreement will be signed and kept by the stock record officers of the issuing and borrowing installations/activities. The borrowing stock record officer may wash the receipt through the stock record account and issue to the PBO maintaining accountability on IEMS, or issue to the supervisor of the using activity if not operating an IEMS property book. However, special reporting requirements; i.e., Reportable Item Control Code (RICC) 2 property for CBS-X reporting, will be done by the owning activity only. IEMS users will post receipt of property to the property book with the loan/lease rental code "L," RICC exempt code "9," and hand receipt to the using hand receipt holder. Property will be inventoried per basic regulation.

Page 26, paragraph 2-32. Add subparagraphs p and q:

p. Air-conditioning equipment, including window air-conditioners, will be accounted for under real property procedures when construction funds are used to procure them. Otherwise, equipment will be accounted for on the property book.

q. Local procedures will be established to control employee-owned property; e.g., tools brought on the installation and similar to Government issued property so property ownership may be distinguished.

Page 28, paragraph 2-35a. Add the following:

Bulk petroleum accountability will be maintained at the stock record account level. In the event that stock record accountability is impractical and property book accountability is desired, a request for exception will be forwarded through channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 29, paragraph 2-37e. Add the following:

The period of time will not exceed 5 days. Requests for exception will be forwarded through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 30, paragraph 2-40b(1). Add the following:

Only AMC MTOE units are authorized to keep basic load of class 5 supplies. Stockage of basic load will be computed using ammunition initial issue quantity/basic load (AIIQ/BL), but not more than a unit can move in a single trip.

Page 30, paragraph 2-40c(2). Add subparagraphs (a) through (d):

(a) Ammunition/explosives will be secured, controlled, and accounted for at each supply/user level (including laboratory and testing projects) until ultimately consumed or returned to inventory; i.e., Stock Record Account (SRA), property book, hand receipt, subhand receipt. This includes control and accountability of ammunition/explosives during prototype, testing, or Research and Development (R&D) project operations.

(b) Ammunition authorized for qualification/training of personnel, disposal of duds, or other similar events will be kept on the SRA until drawn by users for immediate consumption. This also applies to ammunition to be consumed in tests or R&D projects. However, test or R&D project officers may keep up to a 30-day supply on hand.

(c) Class 5 for Research, Development, Test, and Evaluation (RDTE) use. A quantity of ammunition/explosives equal to 30 days usage may be stocked at the user level for RDTE projects. The ammunition/explosives will be accounted for on the property book. Backup stocks may be maintained on the SRA.

(d) Ammunition authorized by RDTE and/or engineering projects not consumed within 5 days from issue to the user will be accounted for on the property book. Onhand quantities up to 30 days of usage is authorized for RDTE. Consumption adjustments will be accomplished as prescribed by DA Pamphlet 710-2-1.

Page 30, paragraph 2-41d. Add subparagraph (6):

(6) When ammunition has been issued for RDTE, the certificate described at paragraph 2-41d(4) or the residue from expended ammunition will be turned in to the supporting stock record account. Unexpended ammunition no longer needed will also be turned in to the supporting stock record account.

Page 32, table 2-1, paragraph b. Add the following:

Written instructions will be provided to each HRH prior to an inventory to enable the HRH to identify all property book accountable items in their area of responsibility. Sample inventories are not authorized. The HRH will advise the PBO of the results of the inventory. Items found on hand but not on the hand receipt, and items identified on the hand receipt but not on hand, will be brought to the attention of the PBO. The PBO will annually spot check selected hand receipts to verify their accuracy. PBOs using the IEMS will ensure that HRHs sign and date, in ink, certification statements reflected on both sides on the last page of the IEMS hand receipt listing. Alterations to the certification statements will not be made. However, any differences discovered may be annotated on the hand receipt or listed on an internal memorandum.

Page 33, table 2-1, item i. Add the following:

NOTE: This includes precious metals (gold, silver, platinum, palladium, rhodium, iridium, osmium, and ruthenium) which are on hand in the using activity either as an operational load or recovered precious metals pending shipment to a refining facility.

Page 54, paragraph 4-2a. Add the following:

Each AMC installation will operate a consolidated Stock Record Account (SRA). The consolidated SRA will provide all supply class 2, 3, 4, 5, 7, and 9 materiel for base and mission support. The operation of a separate facilities engineering SRA is not permitted. Issue of supply class 1 and 8 materiel will not be made through the installation SRA.

Page 54, paragraph 4-4b(2). Add the following:

Use only the Commercial and Government Entity Code (CAGE) for manufacturer (type "A").

Page 54, paragraph 4-4b(3)(a). Add the following:

Retail supply cataloging activities will use the letter "X" in the seventh digit of the Management Control Number (MCN).

Page 54, paragraph 4-4b(3)(b). Add the following:

MCNs assigned by developers to prototype/experimental items may be used at test and evaluation facilities. The RDTE ammunition at U.S. Army Test and Evaluation Command (TECOM) installations will be assigned an MCN via the TECOM Integrated Ammunition Management System (TIAMS) data base. The MCN will remain with the item for its entire life cycle without regard to storage site.

Page 54, paragraph 4-4e. Add the following:

This review includes changing MCNs to CAGE and model/part number when possible.

Page 55, paragraph 4-4h. Add subparagraph (22):

(22) Vendor catalogs.

Page 55, paragraph 4-6a. Add the following:

Application of the "two-person rule" will be documented; e.g., initialed by item manager and supervisor.

Page 55, paragraph 4-8. Add the following:

The consolidated stock record account will process all supply requests.

Page 55, paragraph 4-8b(2). Add the following:

The Retail Inventory Management Stockage Policy (RIMSTOP), implemented by approved automated systems, uses variable stockage criteria.

Page 56, paragraph 4-9. Add the following:

Approved automated systems will use RIMSTOP calculations to determine stockage levels for demand supported (SLC "Q") items.

Page 56, paragraph 4-9. Add subparagraph g:

g. Inventory held in customer-owned stratification accounts is intended to provide a technique to administratively identify, separate, and control stocks that are owned and purchased by the Stock Record Account (SRA) customer for ongoing or future approved projects; e.g., wholesale maintenance, RDTE, and manufacturing.

(1) Only those stocks positively identified to approved projects, that are scheduled to begin within a 2-year period, may be retained. Required quantities will be purchased using economical order criteria not to exceed 2 years anticipated requirements and if possible kept to 1-year need. They will be maintained on the SRA as customer-owned stocks.

(2) The Stock Record Officer (SRO) will require customer approval at the directorate level, separate Tables of Distribution and Allowances (TDA) activity chief, or equivalent level before accepting supplies for customer-owned stocks. This approval will not be delegated.

(3) All stocks held in customer-owned accounts will be reviewed at least semiannually for retention. Stocks not programmed to be consumed for 2 years will be redistributed or disposed of as excess. The SRO and director/separate TDA activity chief will review and validate authorization for stocks held in customer-owned accounts. The SRO will maintain a record of each review and file it in the general administrative logistics files per reference 1c.

(4) Project items identified for retention after project completion will be controlled through formal stock record accounting.

(5) Stocks not meeting above criteria must be reported excess or capitalized into a demand supported stratification, as appropriate.

(6) Installations will develop written procedures to ensure proper management of customer-owned stocks on the SRA.

Page 57, paragraph 4-11a(5). Add the following:

Ensure that nonstandard nonexpendable items are processed through the PBO.

Page 57, paragraph 4-11. Add subparagraph g:

g. Emergency and temporary requirements should be satisfied by use of temporary loan procedures set forth in AR 700-131, or lease/rental of equipment for less than 180 days.

(1) Based on a request from a PBO, the Stock Record Officer (SRO) will initiate a loan request per AR 700-131 using the DODAAC of the SSA and submitting the request to the appropriate approving channels. (See paragraph 2-32 and AR 700-131.)

(2) The SSA, as the borrowing activity for items borrowed from other installations/MSCs/activities, will establish and maintain files for equipment held on temporary loan. These files will include the receipt, issue, and shipment (return) documents; a copy of the loan agreement and applicable extensions; and a copy of correspondence informing the owning activity that inventory was conducted.

(3) Formal accountability for borrowed property will be kept by the organization owning/loaning the property. The borrowing SRO may wash the receipt through the stock record account and issue to the PBO maintaining accountability on IEMS, or issue to the supervisor of the using activity if not operating an IEMS property book. However, special reporting requirements; i.e., Reportable Item Control Code 2 property for CBS-X reporting, will be accomplished by the owning activity only. A signature of receipt will be obtained for the issue. The SRO will manage the loan agreement to ensure timely return of property. Property will be inventoried as prescribed by basic regulation and reported to the owning activity.

(4) When a lease/rental of equipment for less than 180 days is requested through the SSA, the procedures in (2) above will be followed. **NOTE:** See paragraph 2-5a(10) of basic regulation for greater than 180 days.

Page 57, paragraph 4-12. Add the following:

Only the SRO will submit requisitions to the wholesale supply system.

Page 57, paragraph 4-12b. Add the following:

Within AMC, SROs are authorized to use the **AMC Form 2110**, Purchase Request and Commitment, for local purchase transactions.

Page 58, paragraph 4-13. Add the following:

Requests for authority to establish an operational readiness float will be forwarded through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-E, Rock Island, IL 61299-7190.

Page 59, paragraph 4-17a. Add the following:

Installations will prepare a separate DD Form 416, Purchase Request for Coal, Coke or Briquettes, per DA Pamphlet 710-2-2, for each kind and size of solid fuels required. Completed forms will be sent through the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-C, Rock Island, IL 61299-7190, to the U.S. Army Petroleum Center, New Cumberland, PA 17070- 5008.

Page 60, paragraph 4-19c. Add the following:

Installations are not authorized to stock the complete Requisition Objective (RO) within the SSSC. As noted at paragraph 4-45, SSSCs will stock the operating level only and will draw replenishment from the SSA. Requests for deviation from this policy will be submitted through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 60, paragraph 4-19d. Add the following:

The SSSC should stock as many facilities engineering supplies as is permitted by the basic regulation to enhance supply availability.

Page 60, paragraph 4-19n. Add the following:

A menu board displaying the item and the current unit price may be used in lieu of marking the price on each item in a location, or the unit price may be affixed to the bin for those items which it is not practical to price individually.

Page 61, paragraph 4-20c. Add subparagraph (27):

(27) Noncatalogued commercial supplies and equipment for research and development projects.

Page 62, paragraph 4-21a(2). Add the following:

Requests for authority to establish COPARS will be forwarded through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299- 7190.

Page 62, paragraph 4-22. Add subparagraph d:

d. Commanders will establish a viable system for challenging items already shipped to a Defense Reutilization and Marketing Office (DRMO) to ensure assets are reutilized for local requirements. As a minimum--

(1) Designate personnel to challenge items already in the DRMO yard for existing requirements and promote local use of excess surplus property.

(2) Only items for an existing/authorized customer requirement or for SSA stockage level will be withdrawn from the DRMO.

(3) Ensure visits to the disposal yard by the challenge team at least once a month when the disposal yard is located at or within 20 miles of the installation, or not less than quarterly when located at a greater distance. Requests for exemption of visits due to distance will be approved on a case-by-case basis by forwarding requests through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

(4) Retain records of visits to the DRMO and statistics to measure the success of the program; e.g., number of visits, number of items screened, number and dollar value of items recouped.

(5) Identify and correct errors that result in items erroneously transferred to the DRMO.

Page 62, paragraph 4-23b. Add the following:

Requests for authority to establish an MSSA will be forwarded through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 62, paragraph 4-23. Add subparagraph h:

h. An MSSA will adhere to the following:

(1) The MSSA will not requisition or stock TOE, TDA, or other table of allowance property. These items will be requested through the PBO to the supporting installation SRA. Supplies required for housekeeping or administrative purposes will be obtained through the supporting installation SRA. The MSSA will be restricted to stock only minimum quantities of supplies peculiar to the mission and will not acquire items from wholesale/commercial sources that are also stocked by the supporting installation SRA. (TDA type property authorized by an RDTE project may be requested through the MSRA.)

(2) Complete inventories will be conducted annually and sensitive item inventories at least quarterly as prescribed in basic regulation and DA Pamphlet 710-2-2.

(3) Commanders will appoint an accountable property officer (AR 735-5).

(4) An MSSA is restricted to an RO not to exceed an expected 1-year requirement plus 1-year retention. A review of the ROs will be made at least annually to purge excess and obsolete items and justify retention of items held in the account.

(5) Formal accountability and recordkeeping are maintained by the accountable officer as set forth in the basic regulation and DA Pamphlet 710-2-2. All special reporting requirements; e.g., CBS-X, SIMS-X, AIMI, etc., will be met.

(6) An audit trail must be visible for all items processed through the MSSA. The accountable officer is responsible for requisitioning the property and accounting for and protecting that property from the time received until issued, transferred, disposed of, or otherwise dropped from accountability through authorized adjustment means.

(7) Transfer of excess mission property will be per the basic regulation.

(8) Under an MSSA, property is normally issued, and accountability dropped, to an authorized accountable PBO or project officer. However, this does not preclude the loan of equipment from the mission property account under jacket file accountability procedures, as prescribed in AR 700-131, when the issue/sale of that property is not feasible or when loans are considered the most economical and efficient method of support to the customer/project.

(9) An MSSA is appropriate for maintaining accountability and control of standard and nonstandard inspection/test and measuring equipment (gage accounts) used at manufacturing arsenals and materiel development and readiness commands for testing/acceptance of manufactured/rebuilt products. Gage accounts are exempt from the restrictions of paragraph (1) above as it pertains to TDA gages.

(10) Automated MSSAs will adhere to the accountability and stock control policies for the SSA as prescribed in chapter 4, basic regulation, and DA Pamphlet 710-2-2, and obtain approval per this supplement, paragraph 1-13c.

Page 63, paragraph 4-26b. Add the following:

Installation commanders are authorized to implement the "full tank" policy, as deemed appropriate.

Page 64, paragraph 4-30i. Add the following:

Stock record accountability will be established for materiel turn-ins within 3 workdays.

Page 67, paragraph 4-34o(16). Add the following:

Adjustments will be approved by the Commander or civilian supervisor over the stock record officer.

Page 68, paragraph 4-36a. Add the following:

The postpost method, where records are posted after the stock is issued, is authorized for expedited local purchases, direct deliveries, and in other unique circumstances where preposting cannot be accomplished.

Page 69, paragraph 4-37b(3). Add the following:

A list of serviceable or economically repairable excess will be distributed to potential users. If this action is accomplished prior to turn-in to the SSA; i.e., equipment management level, it need not be repeated at the SSA level.

Page 69, paragraph 4-37b(5). Add the following:

Installation equipment will be reported per **AMC-R 755-9**.

Page 69, paragraph 4-37. Add subparagraph e:

e. The provisions of AR 755-3, on the recovery and utilization of precious metals, will be followed to implement a Precious Metals Recovery Program (PMRP). Precious metals include items of and scrap material containing gold, silver, platinum, palladium, rhodium, iridium, osmium, and ruthenium. Items containing precious metals are assigned a precious metals indicator code of "D" through "Z" or "2" as outlined in AR 755-3. Users of precious metals will acquire them from Federal sources as prescribed by AR 755-3.

Page 69, paragraph 4-38. Add subparagraph h:

h. Requests for establishment of a cannibalization point will be submitted through command channels to the Commander, USAMC Installations and Services Activity, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

Page 71, paragraph 4-44f(1). Change the following:

"and an ARC of N" to "or an ARC of N".

Page 71, paragraph 4-44f(1). Add the following:

Within AMC the SRO may use the AMC Form 1381-1A, Storage Data Request, as the authorized issue document.

Page 71, paragraph 4-44h. Add the following:

Detailed examples of loan transactions/documents are cited in paragraph 4-11g of this supplement.

Page 72, paragraph 4-45e. Add the following:

The consolidated installation SRA will account for bulk petroleum products held awaiting further distribution.

Page 73, paragraph 4-47d(2). Add the following:

The SSAs and MSSAs will acquire a derivative Unit Identification Code (UIC) for their stock record accounts. Requests for derivative UICs will be submitted through command channels to the Commander, U.S. Army Materiel Command, ATTN: AMCRM-MT-M, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001. The derivative UIC will be used to report CBS-X transactions for the stock record accounts. **NOTE:** The parent UIC will be used to report CBS-X transactions for the property book account.

Page 74, paragraph 4-49. Add the following:

The consolidated stock record will perform the functions of the Ammunition Supply Point.

Page 154, table B-7, For TDA Organizations. Add the following:

Primary hand receipt holders will be evaluated by the next level of supervision semiannually. Property book and supply support activity operations will be evaluated by each accountable officer's next level of supervision/or disinterested party, on an annual basis. Installation/activity commands, major subordinate commands, and UIC commands with a property book officer will be evaluated by the MACOM biennially.

Page 155, table B-7, TDA Organizations utilize table below:

FOR TDA ORGANIZATIONS EVALUATED ORGANIZATIONS			

<u>FREQUENCY</u>	PHRH	PBO/SRO	MSC & UIC Cmds with PBO
Semiannually	By Immediate Supervisor		
Annual		By Immediate Supervisor/ Disinterested Party	
Biennially		By MACOM	By MACOM

The proponent of this supplement is the United States Army Materiel Command Installations and Services Activity (AMC I&SA). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, AMC I&SA, ATTN: AMXEN-S, Rock Island, IL 61299-7190.

FOR THE COMMANDER:

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ARL/AMSRL-CI-TG (4)
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CECOM/AMSEL-IM-BM-I (4)
CBDCOM/AMSCB-CIR (4)
LOGSA/AMXLS-IM (4)
MICOM/AMSMI-RA-SO (4)
USASAC/AMSAC-IM-O (4)
STRICOM/AMSPI-CS (4)
TACOM/AMSTA-DRM (4)
TECOM/AMSTE-CT-N (4)

DURABLE USAGE CONTROL RECORD

(AMC Suppl 1 TO AR 710-2)

[illegible]

Appendix H - Continued

COMPLETION INSTRUCTIONS BY BLOCK OR COLUMN

<u>Block or Column</u>	<u>Instructions</u>
NSN	Enter stock number. Durable items are defined in the Consolidated Glossary of Unit Supply Update.
NOUN	Enter Item Nomenclature.
PRICE	Enter unit price of latest acquisition or from AMDF.
DOCUMENT NUMBER	Enter the document number from the expendable/durable document register.
RECEIVED	Enter the quantity received from the supporting SSA.
T/I	Enter the quantity turned in to the supporting SSA.
OH	Enter total balance on hand by all users supported by your expendable/durable document register. Maintain a running balance.
ISS to a single customer.	Enter quantity issued on this document number
RETURNED	Enter quantity returned by customer.
DATE	Enter date of transaction.
ISSUED TO/ RETURNED FROM	Enter signature and office symbol of person receiving or returning durable property.